

ATTACHMENT E

REPORTING AND DELIVERY REQUIREMENTS:

1. **Periodic Progress Reports/Invoices:** The contractor shall provide a report on involvement of small businesses and businesses owned by women and minorities on a quarterly basis to the Contract Officer. This report will specify the actual dollars contracted to be spent to date with such businesses, actual dollars expended to date with such businesses, and the total dollars planned to be contracted with such businesses on this contract. This information shall be provided separately for small businesses, women-owned businesses and minority-owned businesses.

PERIODIC PROGRESS REPORTS: Month of _____, 20____	
ACTUAL DOLLARS CONTRACTED TO BE SPENT TO-DATE WITH SMALL BUSINESSES:	\$ _____
ACTUAL DOLLARS EXPENDED TO-DATE WITH SMALL BUSINESSES:	\$ _____
TOTAL DOLLARS PLANNED TO BE CONTRACTED WITH SMALL BUSINESSES ON THIS CONTRACT:	\$ _____
ACTUAL DOLLARS CONTRACTED TO BE SPENT TO-DATE WITH WOMEN-OWNED BUSINESSES	\$ _____
ACTUAL DOLLARS EXPENDED TO-DATE WITH WOMEN-OWNED BUSINESSES	\$ _____
TOTAL DOLLARS PLANNED TO BE CONTRACTED WITH WOMEN-OWNED BUSINESSES ON THIS CONTRACT:	\$ _____
ACTUAL DOLLARS CONTRACTED TO BE SPENT TO-DATE WITH MINORITY-OWNED BUSINESSES	\$ _____
ACTUAL DOLLARS EXPENDED TO-DATE WITH MINORITY-OWNED BUSINESSES:	\$ _____
TOTAL DOLLARS PLANNED TO BE CONTRACTED WITH MINORITY-OWNED BUSINESSES ON THIS CONTRACT:	\$ _____

If the contract does not require the submission of periodic progress reports, the contractor will provide the above required information on actual involvement of small businesses and businesses owned by women and minorities as part of their monthly invoices.

2. **Final Actual Involvement Report:** The contractor will submit, prior to completion or at completion of the contract and prior to final payment, a report on the actual dollars spent with small businesses and businesses owned by women and minorities during the

performance of this contract. At a minimum, this report shall include for each firm contracted with and for each such business class (i.e., small, women-owned, minority - owned) a comparison of the total actual dollars spent on this contract with the planned involvement of the firm and business class as specified in the proposal, and the actual percent of the total estimated contract value. A suggested format is as follows:

SMALL BUSINESS				
FIRM NAME, ADDRESS AND PHONE NUMBER	TYPE GOODS/SERVICES	ACTUAL DOLLARS	PLANNED DOLLARS	% OF TOTAL CONTRACT
		\$	\$	
TOTALS FOR SMALL BUSINESSES		\$	\$	
WOMEN-OWNED BUSINESSES				
FIRM NAME, ADDRESS AND PHONE NUMBER	TYPE GOODS/SERVICES	ACTUAL DOLLARS	PLANNED DOLLARS	% OF TOTAL CONTRACT
		\$	\$	
TOTALS FOR WOMEN-OWNED BUSINESSES		\$	\$	
MINORITY-OWNED BUSINESSES				
FIRM NAME, ADDRESS AND PHONE NUMBER	TYPE GOODS/SERVICES	ACTUAL DOLLARS	PLANNED DOLLARS	% OF TOTAL CONTRACT
		\$	\$	
TOTALS FOR MINORITY-OWNED BUSINESSES		\$	\$	

